



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505

December 16, 2005

WEST VIRGINIA BULLETIN NO: WV360-6-3

SUBJECT: PER: Performance Management System

Purpose: To assist supervisor with the implementation of the new 5-tier performance management system.

Expiration Date: September 30, 2006

Action Required by: January 13, 2006

Each supervisor will implement the new 5-tier performance management system by January 13, 2006. The letter from Dana York, Associate Chief, announcing this new system is included with this bulletin.

The new performance management system is now available at the NRCS Web Page, <http://www.nrcs.usda.gov/intranet/hrmd/PerformanceMgt.html>. This site has the necessary forms as well as additional information on the performance management plan. Training and implementation guides are also there to assist you in learning how to implement this system. So, most of your questions will be answered by using the information provided on the NRCS website.

The 5-tier system will be hard copy for FY-06. The supervisor will have to type the performance element and standard on the forms, print the forms, and sign and date the form. Hand signatures will also be required during reviews and at the final rating of record.

I*CAMS can not be used for the performance management system for FY 2006. Any previous use of I*CAMS for FY 2006 performance management system documentation is invalid. It is expected that for FY-07, I*CAMS will be available.

On or before January 13th each ASTC and Principle Staff are to email Lonnie Williams, Human Resources Assistant, giving the status as to full implementation of this bulletin. The format of the report will be, name of each employee (supervised or in your area/section), and notation as to “completed” or “not completed” the delivery of a signed copy of the AD-

435A & B to the employee. Completed means that the supervisor has discussed the performance elements and standards with the employee, they have both signed (or the supervisor has signed incase the employee refused) the AD-435A and the employee received a copy. If the AD-435A & B have not been signed by the supervisor and delivered to the employee then state why this has not occurred. Human Resource Staff will consolidate the responses and report to Mr. Hilliard the compliance with this bulletin.

Any questions regarding the implementation of this new performance management system are to be directed to Larry Sargent, Human Resources Officer at (304) 284-7599.

/s/ William P. O'Donnell, Acting for

**RONALD L. HILLIARD
State Conservationist**

Attachment

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Natural Resources Conservation Service
P.O. Box 2890
Washington, D.C. 20013

DEC 7 2005

SUBJECT: PER – New Performance Management System

TO: All NRCS Employees

File Code: 360

We are pleased to announce that our Agency will soon implement a new 5-tier performance management rating system that supports the President's Management Agenda and meets the Department's mandate.

This new 5-tier system will allow supervisors and managers to clearly identify their high performing employees, so they can receive appropriate recognition and compensation for their efforts. Under this system, employees will be rated at one of the following summary levels: outstanding, superior, fully successful, marginal, or unacceptable.

Similarities with our current pass/fail performance system include a minimum and maximum number of elements; mid-year performance reviews; and development of performance elements that reflect "full satisfactory" performance. Some major differences include an increase in the number of critical elements from one to two, and the elements are weighted, with critical worth two points and non-critical worth one point. These will be used in determining the summary rating.

Empirical evidence shows that most employees perform at the "fully successful" level. This level means that an employee has met and/or accomplished all that is specified in both quality and quantity for the performance element. The application of this philosophy in the rating process will ensure that the high performing employees will receive the recognition they have earned.

It is critical that past aberrations with a 5-tier rating system not develop again as this new performance system is implemented. Situations such as having virtually all employees in an office rated as "outstanding" or having employees receive "outstanding" ratings year after year should not occur. Other, more appropriate methods exist to reward employees, such as a special act or spot award, who complete a one-time or special project in an exemplary manner.

For the fiscal year 2006 performance cycle, "hard copies" of the I*CAMS performance standards will be used. Copies of the forms to use, along with guidance and Agency policy, can be found at: <http://www.nrcs.usda.gov/intranet/hrmd/PerformanceMgt.html>. With the implementation of this 5-tier system, the Agency will no longer use the pass/fail performance system.

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Servicing Human Resources Offices are tasked with overseeing the implementation of this new system within their servicing area. Questions may be directed to them, or to Tim Dorman of the Human Resources Management Division, at (202) 720-0552.

A handwritten signature in black ink, appearing to read "Dana D. York". The signature is fluid and cursive, with the first name "Dana" being more prominent.

DANA D. YORK
Associate Chief